

ENGINEERING DIRECTIVES AND STANDARDS

Volume : 1	Effective Date :	
Chapter : 3	Revision Date :	11/23/2009
Section : 1	Subject :	REVISION OF STANDARD SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS, SPECIAL PROVISIONS AND MAINTENANCE SPECIFICATIONS
Directive : 1		

1. PURPOSE:

To establish procedures for the development and implementation of new or modified specifications, including periodic revisions of the Standard Specifications for Roads and Bridges book, and related pay items. This procedure includes researching, writing, processing, reviewing, obtaining FHWA (Federal Highway Administration) approval, distribution and implementation.

2. SCOPE:

The FHWA, contracting industry, material supplier, or any Department Section Head may request revisions to the *Standard Specifications for Roads and Bridges*, Supplemental Specifications, or Special Provisions. District Offices may request approvals to use Developmental Specifications. District Engineers may recommend changes through the Chief Construction Engineer's office. Individuals not employed with the FHWA or the Department must have a Department Engineer sponsor the submittal and initiate the proposed specification revision process.

All of these proposed changes are referred to as a specification revision. All such requests will be submitted to the Specifications and Standards Engineer using the form provided (see attached).

Pay Item requests must be accompanied by the attached form. Requests may be for additional pay items to be covered under current specifications, new pay items to be covered under proposed specification revisions, technical special provisions, or for deleting existing pay items.

3. DEFINITIONS:

Mandated Specification Revision: A specification revision that is required due to changes in Federal or State laws or regulations, Department policy, or technological changes or updates to ASTM or AASHTO Standards.

Administrative Specification Revision: A specification revision to provide clarity or typographical corrections, grammar or formatting improvements. Administrative changes do not change the content or conveyance of the original specification.

Specifications: The compilation of provisions and requirements for the performance of prescribed work and the basis of payment for the work.

Standard Specifications: A book of specifications, applicable to all Department Contracts, approved for general application and repetitive use. This book is updated and published by the Department on approximately five year intervals.

Supplemental Specifications: Approved additions and revisions to the *Standard Specifications* used to update the standard specifications between publications. Supplemental specifications are also applicable to all Department Contracts.

Special Provisions: Approved additions and revisions to the *Standard Specifications* and

supplemental specifications that initially apply only to an individual project or a small group of projects. Special provisions that are found to have statewide application to other projects may be incorporated into the supplemental specifications and standard specifications.

Developmental Specifications: Specifications developed around a new process, procedure, or material approved for limited use by the Specifications and Standards Engineer's office or the FHWA. These specifications are monitored for their performance in the field by the LTRC.

Technical Specifications: Specifications of a technical nature, prepared, signed, and sealed by a professional engineer that are made part of the contract as an attachment to the Contract Documents. Technical Specifications describe work that is not covered by the Standard Specifications and are included as appendices in the Construction Proposal and Contract Documents.

SRC (Specifications Review Committee): This standing committee will be composed of a multi-disciplinary group of persons from appropriate offices within the Department, the FHWA, and any members from industry that the Chief Engineer chooses to appoint to review recommended revisions to the Standard Specifications book. Supplemental Specifications, Special Provisions, Technical Specifications and Maintenance Specifications will be reviewed by designated technical subcommittees appointed by the Chief Engineer or subject matter experts in the Department as determined by the Specifications and Standards Engineer.

4. INITIATION:

4.1 To initiate a proposed specification revision, the originator should contact the Specifications and Standards Engineer and request an electronic copy of the most recent adopted version of the specification that is to be revised. The originator shall prepare the proposed specification revision in an R/L (redline strikeout) format using Microsoft Word with track changes set to strikeout text to be deleted using the color *blue*. Inserted text (redline) shall be set to underline proposed additions using the color *red*. If a new specification is proposed, additional guidance may be obtained by referring to the "Guidance for Writing Highway Specifications" folder located on the Contracts and Specifications link of the LADOTD Intranet webpage).

Part II through Part IX of the *Standard Specifications* must be written in active voice and cover or reference all of the following topics:

- (a) Description
- (b) Materials
- (c) Construction Requirements
- (d) Measurement
- (e) Payment

4.2 The originator of a Special Provision, Developmental Specification, or Technical Specification shall provide supporting information with the proposed revision in a format provided by the Specifications and Standards Engineer. This information must include:

- (a) A brief statement describing the perceived problem and why the change is needed.
- (b) Industry or Department contacts providing information on the issue.
- (c) Recommended usage notes describing conditions under which the specification would be used.
- (d) The expected project cost impact that will result if this change is implemented.

- 4.3 The originator shall provide the Pay Item Request Form (see attached) with the proposed R/L specification revision.
- 4.4 All portions of the *Standard Specifications* impacted by the proposed revision must be identified and modified as necessary. If changes to other Department documents are necessary, the originator shall identify the changes and coordinate with all impacted offices.
- 4.5 If additional pay items are required and are covered under existing specifications, the originator shall submit only the pay item request (i.e. additional pipe size).
- 4.6 Periodic updating of the standard specifications book will be accomplished at the direction of the Chief Engineer. The SRC will serve as the Main Specifications Committee for this purpose. The SRC will be assisted in the review and revision of the standard specifications book by technical subcommittees appointed by the Chief Engineer.

5. SUBMITTAL AND INITIAL REVIEW:

- 5.1 The originator shall submit the proposed R/L specification revision, documentation and pay item request, if applicable, to the Specifications and Standards Engineer.
- 5.2 The Specifications and Standards Engineer will evaluate the proposed specification revision with input from appropriate Department Offices, such as Design, Construction, Maintenance, Materials, General Counsel, etc. Based on input, the proposed specification revision will be approved for further processing or returned to the originator.
- 5.3 The Specifications and Standards Engineer will determine which proposed specification revisions are Mandatory or Administrative Specification Changes and will establish the effective letting date. Circulation and Review is not required for Administrative Specification Changes prior to implementation.
- 5.4 Anyone submitting requests for specification revisions will be required to take the Specification Writing Course as offered by the department as soon as possible and take a refresher course as needed when process changes are initiated.
- 5.5 Directive from the Chief Engineer will be required to initiate preparation of a new edition of the Standard Specifications book. The Chief Engineer will appoint the SRC and the SRC Chairman will recommend the Technical Subcommittee chairmen, to be approved by the Chief Engineer. Membership on the Technical Subcommittees will be recommended by the Technical Subcommittee chairmen and approved by the Chief Engineer.
- 5.6 The technical subcommittees shall make their recommendations for revising the standard specifications book to the SRC. The SRC will review the subcommittee recommendations for consistency with state and federal regulations and Department policy, and if acceptable, recommend approval to the Chief Engineer and FHWA. The SRC may reject the recommendations of the Technical Subcommittee for legal or policy reasons, but not technical reasons. The SRC may request additional technical information on technical matters or request attendance and participation by the Technical Subcommittee chairman during its deliberations.

6. REWRITE:

- 6.1 The Specifications and Standards Engineer will review and rewrite the proposed specification revision, as necessary, to ensure proper format and language. The

Specifications and Standards Engineer will circulate and track the revision through implementation or rejection. The Specifications and Standards Engineer is not responsible for the accuracy of technical content but will assist the originator when requested.

- 6.2 When the rewrite is completed, the Specifications and Standards Engineer will return the proposed specification revision to the originator for review as the first draft specification.
- 6.3 The originator shall note any necessary changes or revisions and return the rewrite to the Specifications and Standards Engineer.

7. CIRCULATION AND REVIEW:

- 7.1. All major proposed specification revisions, as determined by the Specifications and Standards Engineer, will be submitted to the SRC for review and comment. This committee was originally established by the Chief Engineer's memorandum dated January 12, 1976, and will have permanent status, operate on a continuing basis, and meet as needed to review all specifications, but primarily will function as the Main Specifications Committee for review of the new standard specifications book.
- 7.2. The SRC is hereby authorized to request assistance from various sections of the Department when additional review and expertise is needed.
- 7.3. The SRC will review and discuss recommendations, request any additional information or research as required, and make recommendations to the Chief Engineer for adoption or rejection. The SRC does not have the authority to reject requests, but will make its recommendations to the Chief Engineer who will decide on the final disposition.
- 7.4. The SRC will consist of;
 - Deputy Chief Engineer, Chair
 - Specifications and Standards Engineer, Co-Chair
 - Contracts and Specifications Engineer
 - Chief Construction Engineer
 - Bridge Design Engineer
 - Road Design Engineer
 - Hydraulics Engineer
 - Materials Engineer Administrator
 - LTRC Director
 - General Counsel
 - FHWA Division Construction
 - Maintenance Engineer
 - a. All members may designate a temporary or permanent alternate
 - b. Comments may be accepted by the Specifications Engineer for up to four weeks if time allows. If the specification review needs to be fast tracked, this review period will be shortened as required and review may be by e-mail.

8. IMPLEMENTATION:

After the evaluation process and modifications have been made and reviewed by the originator, the Specifications and Standards Engineer will review the final version of the proposed specification revision and will recommend to the Chief Engineer it's approval and implementation as a Special Provision, a Supplemental Specification, or it's rejection.

If the Department determines that a proposed specification revision is for a project that is 100 percent State Funded and thus may not require FHWA approval prior to implementation, the revision will be implemented as a Special Provision for use only on that project. Future use on similar projects will be determined on a case by case basis.

9. SUBMITTAL TO FHWA

- 9.1 After approval by the Chief Engineer, if the Department determines that a proposed specification revision or existing Special Provision requires FHWA approval prior to implementation, the Specifications and Standards Engineer will submit the revision to FHWA for review and approval in its final format and language.
- 9.2 If FHWA requests a change to a proposed specification revision, the Department will repeat the preceding steps, as appropriate.
- 9.3 After receipt of approval from FHWA, the Specifications and Standards Engineer will implement the revision, coordinating with other offices as necessary. The new Supplemental Specification or Special Provision will be included in the next Construction Proposal Checklist for use in compiling Specifications Packages.

10. EFFECTIVE DATE:

This policy will be effective upon receipt of this directive, and all previous memoranda and/or policies regarding adoption of specifications are hereby rescinded.

NON-STANDARD OR STANDARD ITEM NUMBER REQUEST FORM

Please fill out the attached form when making a Non-Standard or Standard Item Number Request. All applicable information must be entered on this form prior to submittal to the Specification Section, along with any required attachments. Incomplete forms will be returned. Draft specifications are to be submitted in MS Word electronic format with this form using the Spec Writing Tips on the Intranet as a guideline. For specification revisions, the proposed changes should be submitted in R/L (redline/strikeout) format.

Item Description: Briefly describe the item requested.

Proposed Letting Date: List the earliest letting date for any projects related to this item request.

Date of Request: Enter the date of the request.

State Project Number and Project name: Enter the State Project Number, name **and short description** of the project needing this item.

Construction Detail: Indicate whether the item requested requires a construction detail and send copy.

Existing Standard Item Replaced by this Item: Enter the existing item number that is most similar to the item requested.

Construction Activity: Check whether the item requested is Roadway, Bridge, Utility or other.

Materials: List the materials required for the requested item.

Recommended Primary Use: Enter the recommended primary use of the item.

Method of Construction: Enter the method of construction that will be used. (Cast-in –Place, Precast, Furnished and Installed, Etc.)

Method of Measurement: Enter the method of field measurement for this item request. (Each, Design Volume, Plan Quantity, Truck Measurement, Etc.)

Basis of Payment: Enter how this item will be listed in units on a pay item sheet. (LF Linear feet, CY Cubic Yards, Lump Sum, Etc.)

Estimated Cost per Unit of Application: Enter the estimated cost per unit of application, attach the cost backup.

Proprietary: Enter whether this item is proprietary.

Specification Numbers: List the specification number if the item meets any of AASHTO, ASTM, FHWA, LADOTD specification requirements.

Testing: List the report number if the item has been tested by LTRC, MATERIALS LAB, or other organizations.

Manufacturer or Suppliers: Indicate if the item is manufactured in the USA, and if so, indicate by whom and whether the use is routine or experimental. Attach any approval or Specification letters or documents.

Safety: Indicate if the item has been certified by NCHRP 350, NFPA 70E, etc.

Additional Information: Provide any additional helpful information including **why a new item is needed**.

Contact Information: Provide DOTD section number or name of company, name and title of the person requesting the item, phone number, fax number, and email address.

Your form must contain the required signatures before it can be accepted for review by Contracts and Specification Unit. Request for any new item should be submitted a minimum of three (2) months before the final plan delivery date of its first usage.

NSINR-1

Louisiana Department of Transportation and Development

1/2009

Suggested
Item Number
NS-**Non-Standard or Standard
Item Number Request**For Office Use Only
Item Number: Approved _____

Type and enter all information completely.

Submit only one item per form.

Do not refer to attachments in your responses.

Send a written specification in electronic format with this form.

Item Description: Non-Standard Standard		Proposed Letting Date:		Date of Request:	
State Project Number:		Project Name and Description:			
Is a Construction detail required? Yes No Send copy if available.					
Existing standard item replaced by this item:			Design Phase PP FP PS&E		
Construction Activity: Roadway Bridge Utility			Other:		
Materials:					
Recommended Primary Use:					
Method of Construction:					
Method of Measurement:			Basis of Payment:		
Estimated Cost per Unit of Application: \$ <i>Cost backup must be attached.</i>			Proprietary: Yes No		
Specification Numbers: List the specification number if your item meets any of the following specification requirements.			Testing: List report number if the item has been tested by any of the following organizations.		
Specification	Number	Organization	Report Number		
AASHTO		LTRC			
ASTM		MATERIALS LAB			
FHWA					
LADOTD		Other:			
Manufacture/Suppliers: Is this product manufactured in the USA? Yes No If so, state by whom and if the use is routine or experimental. Attach any approval letters.					
Safety: Has this item been certified according to NCHRP 350? Yes No				Other:	
Note: The office requires at least 30 working days to assign an item number. Failure to submit the required information may delay the issuance of the item number and the evaluation, approval and funding of your technology or product.					
Additional Information:					
Contact Information: DOTD Section Number & Name, or Name of Company:					
Person furnishing information:			Title:		
Phone number:		Cell number:		Fax number:	
Email address:					
Section Head Name		Section Head Signature		Phone	Date

WILLIAM H. TEMPLE
CHIEF ENGINEER